

Arizona Criminal Justice Commission Project Reporting System

Table of Contents

Page 2 - Introduction

Page 3 – Projects Listing
Page 4 – Project Details Listing

Arizona Criminal Justice Commission - Project Reporting System Instructions

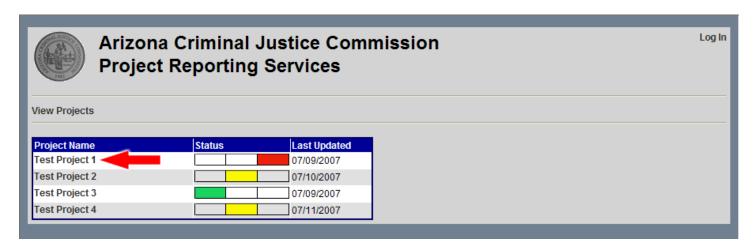
Please print this document and use it as a reference while you are using this system.

To begin, go to: http://64.106.252.11/PRS/

Please refer to the next two pages if you will only be viewing information.

If you will be adding and editing projects, then the rest of the pages will apply. If you don't have an account, but need to have one set up, please contact an administrator for this particular application.

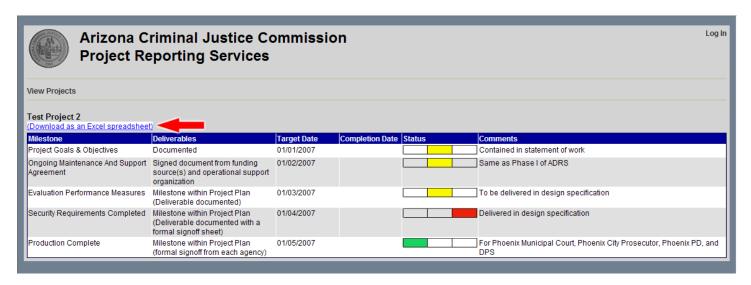
Projects Listing



Here, you can view a listing of all projects currently being tracked in Project Reporting Services.

To view a project's milestones, click on a project name.

Project Details Listing



Here, you can view a listing of all milestones currently associated with a project, ordered by the target date.

You can view the expected deliverables, completion date, status, and any comments relating to the milestone (as entered by a project lead).

You can also click on the link labeled "(Download as an Excel spreadsheet)" to save a copy of the milestones on your computer.